



**SCHOOL OF LIBRARY, ARCHIVAL AND INFORMATION STUDIES  
THE UNIVERSITY OF BRITISH COLUMBIA**

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## Guidelines for Referees

The Admissions Committee reviews many applications and your candid opinion concerning the applicant's ability to carry out a demanding graduate program can assist us in making important admissions decisions.

Some areas that you may wish to focus on in your letter, which are particularly helpful to us in making a decision, are noted below. Typically, letters are between one to two pages in length.

**For academic referees**, we would like you to speak to the applicant's academic preparedness and ability. Suggested areas of attention include but are not limited to:

- The applicant's achievement in your class, compared to other students
- Overall intellectual abilities
- Ability to work in groups
- Communication skills, both written and oral
- Potential to succeed in graduate studies

**For professional referees**, we would like you to speak to the applicant's professional preparedness and ability. Suggested areas of attention include but are not limited to:

- The level of difficulty regarding the work the applicant completed
- Time management skills and the ability to organize work effectively
- Communication skills, both written and oral
- Ability of applicant to thrive in both independent and group work settings
- Instances where the applicant took responsibility and/or exceeded expectations
- Instances where the applicant demonstrated leadership
- Workplace awards/acknowledgements that the applicant has received

We sincerely thank you for your time and attention in submitting this reference.

For any questions regarding letters of reference, please contact [slais.program@ubc.ca](mailto:slais.program@ubc.ca)